State of Missouri
State Tax Commission

FTP Website Using Chrome and Firefox Web Browsers

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"Welcome to the Original Assessment Section's Outreach training on utilizing the File Transfer Protocol (FTP) website, https://moftp.mo.gov."

-- Jeffrey Smith, Manager – Original Assessment Section

We will cover 3 topics:

- Introducing the State of Missouri FTP website;
- Signing on to the FTP Website; and
- Uploading Files to the FTP website.

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The First Topic is: Introducing the State of Missouri FTP Website

- The FTP acronym stands for FILE TRANSFER PROTOCOL.
- The State of Missouri hosts the FTP website utilized by the State Tax Commission of Missouri (Commission).
- The FTP website address is https://moftp.mo.gov. The website is available to railroad and utility companies, as well as county assessors and county clerks, submitting documents to the Commission.
- Using FTP is more efficient and effective for transferring information and is the preferred method for submitting documents to the Original Assessment Section.

The benefits are:

1. FTP is more efficient than email for multiple and/or large files;
2. Files received through FTP can be retained digitally, requiring less paper and less file cabinet storage;
3. FTP is more secure than email; and
4. Files received through FTP are archived with automated time and date stamps for tracking purposes.

These instructions are for using the FTP website with Google Chrome (Chrome) web browser and Mozilla Firefox (Firefox) web browser. Both Chrome and Firefox web browsers utilize a JavaScript software for uploading files. The Chrome and Firefox web browsers always open to the latest version of the Upload Wizard software. If using the Microsoft Internet Explorer (IE) web browser or Microsoft Edge (Edge) web browser, additional software called "ActiveX" must be installed to load the Upload Wizard features. Chrome and Firefox web browsers do not require this additional software to perform the function of uploading files.

Contact Sandy Wankum, the Original Assessment Outreach Coordinator, at sandy.wankum@stc.mo.gov or 573-751-1709, or Stacey Cowan, Appraisal Specialist, at stacey.cowan@stc.mo.gov or 573-526-6403, for additional assistance on using IE or Edge web browsers and installing the "ActiveX" software. Correspondence and documents may also be sent by email to OriginalAssessment@stc.mo.gov.

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The Second Topic is: Signing On to the FTP Website

To open the FTP website, type https://moftp.mo.gov in the computer's browser address bar and then select the "Enter" key on the keyboard (The "STATE OF MISSOURI Secure File Transfer Server" banner displays in the top left of the "Sign On" screen).

"Sign On" credentials, required for using the FTP website, include one standardized Username for each County Assessor and one standardized Username for each County Clerk. For example, the Adair County Assessor Username is stc.adair.assessor and the Adair County Clerk Username is stc.adair.clerk. (For a railroad or utility company, a Username such as stc.abcpiplinecompany would be assigned for ABC Pipeline Company).

The initial temporary password is issued by Melina Scheperle of the Commission's Administration Section and is valid for 30 days. Contact Melina Scheperle at melina.scheperle@stc.mo.gov or 573-751-1724, for assistance.

After receiving an assigned Username and temporary Password, type these in the designated entry field boxes provided and select the "Sign On" button. The sign on defaults to the FTP "Home" screen.

After a successful sign on with the user's temporary Password, the "You are required to change your password now." instruction message with a green checkmark box displays in the top of the "Home" screen. The permanent Password requirements are displayed below the "Change Password…" title. Create a new password in the "Enter Your New Password:" entry field box that meets the Password requirements and then enter the same Password a second time in the "Enter Your New Password Again:" entry field box. Select the "Change Password" button to submit the new Password.

After a successful sign on with the user's permanent Password, the "Changed password OK." instruction message with a green checkmark box displays in the top of the "Home" screen. Each time the user signs on after establishing a permanent Password, the user's Username and permanent Password must be entered in the designated entry field boxes provided.

Permanent Passwords are valid for 365 days. A calendar reminder set to later in the year for the user to sign on to the FTP website is recommended, in order to keep the permanent Password valid. A simple sign on and immediate sign out will keep the permanent Password valid for another 365 days. If the permanent Password is not used for 365 days, the permanent Password must be reset by Melina Scheperle.

Selecting the "Sign On" button takes the user to the default FTP "Home" screen. Each sign on with the permanent Password displays the "Welcome to the State of Missouri!" instruction message with a green checkmark box in the top of the "Home" screen. From any screen on the FTP website, a user can select the "Home" button on the left sidebar menu to return to the "Home" screen.

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The Third Topic is: Uploading Files to the FTP Website

The user needs to be on the "Home" screen with the "Upload" icon, to begin the file transfer process.

The first step in this process is to select the "Upload" icon and the "Upload Files" dialog box appears.

To select the upload folder, select the down arrow to the right of "Select a folder" file path window. Selecting the down arrow causes a drop down list to display in the file path box. The default folder is the user's "Home" folder. Select the "Inbound" folder that ends with the naming convention reflective of the user, e.g., assessor, clerk, or the company's name.

Select the "Drop files to add or Browse…" link to begin selecting files to upload. A navigation window displays so that the user can see where files have been saved. To locate files to be uploaded, the user will need to navigate to them on the computer. The user should highlight the file to upload. The user can select multiple files by holding down the "Ctrl" (Control) key continuously while highlighting each file to upload. Select the "Open" button to signal the highlighted files are ready to be placed in the upload file window que for upload.

All files need to be named with a consistent file naming convention, as follows:

1. Tax Year
2. Company Account number assigned by the Original Assessment Section
3. Company Name
4. Document Name
5. Date, if needed for clarification

Examples:

- 2021_104xxxx_ABC Pipeline Company_Schedule 13
- 2021_104xxxx_ABC Pipeline Company_Schedule 13_ AMENDED_7-28-2021

Enter a description in the "Notes" field that describes the selected files. Entering a description is recommended; however, this is an optional step. The "Notes" field is similar to a subject line in an email. This information will be displayed when the files are viewed at the Commission. For example, a note could say, "2021_ABC Pipeline Company Locally Assessed Property Schedules" or "2021_104xxxx_ABC Pipeline Company_Schedule 13_AMENDED_7-28-2021."

Select the "Upload" button to begin transmitting the files placed in the upload file window que. After the file transmission initiates, the FTP website displays an "Uploading File" progress window.

The amount of time the FTP website needs to upload the files will depend on the number of files, file size, and the available internet connection speed. After the file transmission completes, the FTP website display a green checkmark beside each file that was successfully uploaded.

Select the "Close" button to close the "Uploading File" progress window and return to the "Home" screen. The user should select the "Sign Out" link at the upper right of the FTP "Home" screen to sign off and close the FTP website session and return the user to the "Sign On" screen. After a successful sign off, the "Signed Off Successfully" instruction message displays on the "Sign On" screen with a green checkmark.

The user may start another FTP website session by entering the user's sign on credentials in the designated entry field boxes provided on the "Sign On" screen and following the instructions for signing on to the FTP website provided above.

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